

## **RED DEER DREAM CENTRE SOCIETY – ADMINISTRATOR**

### **RED DEER DREAM CENTRE SOCIETY PHILOSOPHY**

The Red Deer Dream Centre Society is a faith-based recovery organization working to change the lives of those men suffering from addictions. Our holistic process of transformation helps individuals to escape the cycle of addiction so that individuals can lead healthier lives. We believe in a multi-phased process of recovery, one that will enable our clients to ultimately become productive and contributing members of society.

### **OUR VISION AND MISSION**

**VISION:** Every male has the opportunity to recover and live a life free from his addictions to alcohol and/or drugs.

**MISSION:** To provide recovery programs based on Christian values that allows our organization to support men physically, mentally, emotionally, and relationally so that they can achieve a life of freedom from addiction.

### **POSITION SUMMARY – ADMINISTRATOR (Part-time – 16 hours/week)**

Reporting to the Director of Operations, the Administrator handles a wide variety of administrative tasks and projects. The Administrator is also responsible for client finance including client fee determination, assisting clients with application for Alberta Income Supports or AISH, as well as tracking of client fee payments.

### **ROLE & RESPONSIBILITIES**

The role and responsibilities include but are not limited to:

#### Administrative

- Provide administrative support to the Director of Operations and to the Director of Client Care and Programming
- Completes complex and diverse tasks as assigned
- Manage “info”, “administration” and “finance” email addresses
- Revise and update the Employee Handbook, Client’s Manual, Client Care Guide, Service Contract and other RDDC materials when revisions or updates are required.
- Ensure Volunteer Handbook is current and aligns with other manuals
- Create or document processes and work with the process holder to refine or update as required
- Create documents and spreadsheets to support the operations of RDDC
- Participate in interviews of volunteers with the Office Assistant and assist with determining their suitability
- Facilitate backups for FYIdb database and RDDC server weekly

- Weekly on Thursday mornings, record e-transfer payments for meals and prepare paid meals calendar in spreadsheet, then provide details on the coming week's paid meals to the Food Services Manager
- Assist with annual reporting to MHSPA, annual license renewal with City of Red Deer, and other reports that may be required
- Develops and maintains filing systems, paper or electronic, to ensure forms, documents and reports are readily available
- Assist with records management and retention (RDDC, employee & client)
- Office supply management
- Assist Director of Operations to facilitate safety and health standards as required by Occupational Health and Safety and Alberta Health Services

#### Client Finance

- Review completed Applicant Finance Interview and financial documents obtained by the Intake Support Worker to determine appropriate client fee using approved guidelines and get Director of Operations approval
- Discuss proposed client fee with applicant/client
- Complete Client Finance Sheet and get client and/or third-party payor sign off regarding agreed upon financial terms
- Prepare receipts for all client payments
- Track client fees and payments in tracking spreadsheet and report in FYldb.

#### Human Resources

- Assists with recruiting, interviews, onboarding, and orientation
- Provide required documentation to payroll provider, and reconcile payroll reports
- Track vacation, banked time, sick, and statutory holiday eligibility
- Personnel file management including updating employee information and training spreadsheets

#### Finance

- Facilitate AR and AP processes
- Facilitate Canada Helps processes including manual entry of donations and donation reporting
- Reconcile monthly statements
- Provide reports to Director of Operations as required

### **QUALIFICATIONS**

- Demonstrates behaviours aligned with RDDC employment policies and standards.
- Experience in providing Biblical guidance and care
- Excellent verbal, written, interpersonal, and organizational skills.
- Emotionally mature and resilient; capable of handling pressure.
- Good personal boundaries; able to maintain a healthy personal and professional life.
- Ability to prioritize tasks, work productively, and focus effectively in a busy and sometimes interruptive environment with minimal supervision

**EDUCATION AND TRAINING**

- 4 – 5 years of related experience
- Post-secondary diploma in a related field, or equivalent education and experience
- Proficient in Microsoft Outlook, Excel, and Word.

**APPLICATION PROCESS:**

Please forward resume and cover letter to the Director of Operations.

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